

**SECRETARY TO THE FIRE CHIEF**  
**(Competitive Class)**

**GENERAL STATEMENT OF DUTIES:**

This is a responsible clerical position encompassing duties such as typing forms and reports, setting up and maintaining a filing system, and keeping records such as payroll and personnel records. This position is non-supervisory in nature. The employee of this class works independently in most areas with general instructions from the fire chief who supervises and reviews the work of the employee.

**EXAMPLES OF WORK:**

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Takes dictation by longhand and types material such as forms, statements, reports, letters; proofreads typed material and corrects errors.

Sets up a filing system and revises such system when necessary; makes decisions concerning what should be filed and files material; retrieves information or documents from the file.

Maintains a purchase order or purchase requisition ledger and records all purchases and receipts as required; orders supplies following department procedures.

Keeps personnel files on employees; sets up files on new employees and updates files on a continuous bases as required; keeps records of addresses and telephone numbers of employees; maintains a record of promotions and demotions; keeps records of leave earned and taken; keeps records of pay raises, step increases, etc.; completes records for supplemental pay; maintains a current seniority list.

Records hours worked and computes these for payroll purposes; takes complaints from employees about pay and deals with these following department procedure; computes salaries, hours, and overtime for annual salary budget.

Posts items into journals, ledgers, etc., and balances these at the end of the month.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction.

Attends official meetings for the purpose of taking minutes or

notes.

Sorts and distributes incoming mail; selects and handles any routine correspondence or requests; composes letters from oral or written directions by the chief or writes routine correspondence on own initiative; also makes and answers telephone calls, screening the chief's calls by handling routine questions and requests or redirecting the call; also answers questions and handles routine requests by visitors to the office.

May also perform the following duties: schedule appointments for the chief and remind him of such; operate copying machine or duplicating machine to make copies.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Unless otherwise stated, all requirements must be met before admission to examination.

Must be at least eighteen (18) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Before employment, must be able to demonstrate the ability to type forty (40) words per minute.